

LOUISVILLE JEFFERSON COUNTY METRO HUMAN RELATIONS COMMISSION
410 WEST CHESTNUT STREET SUITE 300A LOUISVILLE KY 40202
(502) 574-3631 FAX (502) 574-3190

AFFIRMATIVE ACTION PLAN FOR

COMPANY NAME

In order to comply Louisville-Jefferson County Metro Ordinance 214, Series 2005, Executive Order No. 11246 and 41 CFR 60, and to ensure Equal Employment Opportunity and Affirmative Action, this company will take the following measures:

1. Equal and fair treatment will be provided to all employees regardless of race, color, religion, national origin, sex, age or handicap.
2. The company will ensure and maintain facilities, activities and working environment free from coercion, harassment, intimidation and discrimination.
3. The company policy statement outlining its commitment to Equal Employment Opportunity and Affirmative Action will be posted in conspicuous places throughout our facility.
4. The company has authorized _____ to be the Equal Employment /Affirmative Action Officer to report and to represent the company in all matters regarding this Affirmative Action Plan.
5. This person's position, name, and telephone number will be posted in conspicuous places throughout the facility and this person's qualifications and ability to perform the work..

A. INTERNAL DISSEMINATION OF POLICY BY:

- (1) Advising all applicants and employees that the company is an Equal Opportunity/ Affirmative Action employer and that hiring , promotion or demotion is based on the person's qualifications and ability to perform the work.
- (2) Notifying all employees regarding promotions or vacancies to ensure Equal Opportunity.

B. EXTERNAL DISSEMINATION OF POLICY BY:

- (1) Notifying in writing all minority and female recruitment sources, including unions, if applicable, that this company is an Equal Opportunity and Affirmative Action employer and notification of job openings. This company is not precluded from conducting any direct recruiting by any collective bargaining agreements.
- (2) Including the "Equal Opportunity Employer" clause on all recruiting advertisements, correspondence, and all other notices related to employment an incorporating the equal opportunity clause in all purchase orders, leases and contracts.
- (3) Making specific efforts to encourage present minority and female employees to recruit other minorities and females.
- (4) Reporting to compliance agencies and allowing on-site reviews as required

- (5) Sending written notification of company policy to subcontractors, vendors and suppliers requesting appropriate action by them.

C. IMPLEMENTING ALL PHASES OF THE AFFIRMATIVE ACTION PLAN BY:

- (1) Conducting periodic audits of employment practices, such as, recruitment, testing, hiring, benefits, compensation, promotions, demotions, terminations, layoffs and recalls to ensure progress and nondiscrimination in Affirmative Action and making these audits available for on-site review.
- (2) Maintaining, in a separate file, classification of employees by race, sex, position, date of hire, promotions, demotions and terminations.
- (3) Semi-annual or more frequent instruction of all supervisory personnel of their responsibilities regarding Equal Opportunity/Affirmative Action and non discrimination requirements.
- (4) Cooperation with and support of apprenticeship training programs based on Affirmative Action.
- (5) Maintaining applicant data with title of job, sex, referral source, race and final action with reasons for any rejections.
- (6) Yearly update of the Affirmative Action Plan, and reviewing progress.
- (7) Setting goals to utilize minorities and females to the same degree as all others, based on the following factors:
 - a. The minority population of the labor area surrounding the facility.
 - b. The size of the female and minority unemployment forces in the labor area surrounding the facility.
 - c. The percentage of minorities and female workforces as compared with the total workforce area.
 - d. The availability of minorities and females having requisite skills in the reasonable recruitment area.
 - e. The availability of minorities and females having requisite skills in the immediate labor area.
 - f. The availability of promotable and transferable females and minority employees in our company.
 - g. The existence of institutions capable of training persons in the requisite skills.
 - h. The degree of training which the company is reasonably able to undertake as a means of making all job classes available to minorities and females.

ATTACH GOALS AND TIMETABLE CHART—MAKING SURE THAT HIRING GOALS ARE MADE

Louisville Jefferson County Metro Human Relations Commission
 410 West Chestnut Street Suite 300 A Louisville, KY 40202
 Phone (502) 574-3631 Fax (502) 574-3190

HIRING GOALS

Ethnic Key:		PRESENT WORKFORCE										Possible Job Openings	Goals: Females & Minority			
W= White; B= Black; H= Hispanic; A= Asian/Pacific Islander N= Native American/ AK Native		MALE					FEMALE						New Hires		Replacement For Workforce	
													Min	Female	Min	Female
Job Category	Total Employees	W	B	H	A	N	W	B	H	A	N					
Officials and Managers																
Professionals																
Technicians																
Sales Workers																
Office and Clerical																
Crafterworkers																
Operatives (Semi-Skilled)																
Laborers																
Service Workers																
TOTAL																

If your organization does not think it will have job openings either by turnover or increasing employees, contingency-hiring goals for female and minorities must be set. Otherwise this AAP will not be valid. Phone (502) 574-3631 with questions.

What type of services or products does your company provide?_____

Company: _____ **E-Mail:** _____ **Date:** _____

Address: _____ **City:** _____ **St.** _____ **Zip:** _____

P O Box: _____ **Zip:** _____ **Phone:** _____ **Fax:** _____

President: _____

I DECLARE UNDER THE PENALTY OF PERJURY THAT THE ABOVE IS TRUE AND ACCURATE

EEO/AA Officer: _____

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DESCRIPTION OF JOB CATEGORIES

Officials and Administrators:

Occupations requiring administrative personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of a firm's operations. Includes: Officials, Executives, Middle Management, Plant Managers, Department Managers, Superintendents, Salaried Foreman who are members of Management, Purchasing Agents and Buyers and Kindred Workers.

Professionals:

Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Includes: Accountants and Auditors, Airplane Pilots and Navigators, Architect, Artists, Chemists Designers, Dietitians, Editors, Lawyers, Librarians, Mathematicians, Natural Scientists, Registered Professional Nurses, Personnel and Labor Relations Workers, Physical Scientists, Physicians, Social Scientists, Teachers, and Kindred Workers.

Technicians:

Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through about 2 years of post high school education (technical institutes/junior colleges) or through equivalent on-the-job training. Included: Computer Programmers, Draftsmen, Engineering Aides, Junior Engineers, Mathematical Aides, Licensed/Practical/Registered Professional Nurses, Photographers, Radio Operators, Scientific Assistants, Surveyors, Technical Illustrators, Technicians (Medical, Dental, Electronic, Physical Sciences) and Kindred Workers.

Sales:

Occupations engaging wholly or primarily in direct selling. Includes: Advertising Agents and Salesmen, Real Estate Agents and Brokers, Insurance Agents and Brokers, Stock and Bond Salesmen, Demonstrators, Salesmen and Sales Clerks, Grocery Clerks and Cashier-Checkers and Kindred Workers.

Office and Clerical:

Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly non-manual though some manual work not directly involved with altering or transporting the products is included. Includes: Bookkeepers, Cashiers, Collectors (Bill and Accounts), Messengers, Office Machine/Computer Operators, Shipping/Receiving Clerks, Stenographers, Typists, Secretaries, Telephone/Telegraph Operators and Kindred Workers.

Skilled Craftsmen:

Occupations which require special manual skill and a thorough and comprehensive knowledge of the processes involved in their work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: The Building Trades, Hourly Paid Foreman/Leadmen (not members of management), Mechanics, Machinists. Compositors/Typesetters, Electricians, Engravers, Pattern/Model Makers, Stationary Engineers, Tailors/Tailoresses and Kindred Workers.

Semiskilled Operatives:

Occupations require intermediate skills which can be mastered in a few weeks and require only limited training. Includes: Apprentices, (Building Trades, Mechanics, Metalworking, Printing, etc.) Auto Service/Parking Attendants, Blasters, Truck/Tractor Drivers, Welders/Flamecutters, Textile Weavers and Kindred Workers.

Unskilled Laborers:

Occupations which generally require no special training and may be learned in a few days. Includes: Construction Laborers, Garage Laborers, Car Washers/Greasers, Groundskeepers, Lumbermen, Laborers performing lifting, Digging, Mixing, Loading/Pulling Operations and Kindred Workers.

Service Worker

Occupations engaging in protective and non-protective service. Includes: Watchmen/Doorkeepers, Guards, Janitors, Nurses Aides/Orderlies, Cooks, Attendants (Hospital/other Institutions), Policemen/Detectives, Firemen/Fire Protection, Waiters/Waitresses and Kindred Workers.